

**New Jersey Department of Education
Long Range Facilities Plan**

SUBMITTAL CHECKLIST

DISTRICT _____
COUNTY _____

DISTRICT TYPE: _____
(e.g. K-12, 9-12 Regional, Special Services)

The following documents should be submitted in paper form for the LRFP.

Additional website reports from the database are accessible to the DOE via the website.

1	<input type="checkbox"/>	Certified BOE meeting minutes showing approval of the LRFP, or copy of board resolution approving plan submission to DOE, certified by board secretary.
2	<input type="checkbox"/>	Transmittal letter to local planning board, showing date of submission. Districts should submit, <u>at a minimum</u> , the documents required on this checklist to the planning board for review, once plan is deemed to be complete. <ul style="list-style-type: none">• Planning Board review and comment is <u>not</u> required prior to submission.• 55 day period provided for Planning Board review, not required before submission to DOE.
3	<input type="checkbox"/>	Cohort-survival projection table (downloadable spreadsheet) <ul style="list-style-type: none">• Any adjustments to standard cohort spreadsheet require supporting documentation. Include data from sending districts as appropriate.• Certification by qualified demographer or board secretary
4	<input type="checkbox"/>	District model space program (downloadable spreadsheet) <ul style="list-style-type: none">• For each building type operated by the school. Attach justification for spaces exceeding the FES for which the district seeks funding.
5	<input type="checkbox"/>	Weighted area allowance calculation (downloadable spreadsheet) <ul style="list-style-type: none">• Only if required for blended schools, e.g. K-8, 4-6, etc.
6	<input type="checkbox"/>	District Overview (website report 3a.1)
7	<input type="checkbox"/>	Existing Capacity Analysis (website report 3a.2)
8	<input type="checkbox"/>	Plan Summary (website report 4a.1)
9	<input type="checkbox"/>	Capacity Analysis (website report 4a.2)

Please submit three copies by US mail to:

LRFP Processing

Division of Facilities and Transportation
New Jersey Department of Education
PO Box 500
Trenton, NJ 08625-0500

Or by courier to:

James Nichols, RA
Division of Facilities and Transportation
New Jersey Department of Education
329 West State Street
Trenton, NJ 08625 609-633-7400

Please submit one additional copy to the Office of your County Superintendent.